



## Chief Deputy Clerk I

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### Details

**Job ID : 527**

**Title :** Chief Deputy Clerk I

**Job Code :** 1050

**Salary :** \$2,603.00 (Monthly)

**Grade :** 10

**Tenured :** NO

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### Job Departments

- Circuit Court Clerk

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### Purpose

RESPONSIBLE FOR ASSISTING THE CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES  
INCLUDING  
DAY TO DAY SUPERVISION OF DEPUTY CLERKS

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### Required Qualifications

**Education :** None

**Education Substitute :** None

**Experience :** None

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### Job Duties

- SUPERVISES DEPUTY CLERKS AND CHIEF DEPUTY I'S
- ENTRY OF ACCURATE DATA INTO COURT OF JUSTICE CASE MANAGEMENT SYSTEM
- FILE AND RETRIEVE LEGAL DOCUMENTS AND COURT RECORDS
- NOTIFIES COUNSEL OF RECORD/PARTIES AS NECESSARY
- ISSUE DRIVERS' LICENSES AND STATE IDENTIFICATION CARDS
- ASSIST PUBLIC CONCERNING THE STATUS OF COURT CASES
- ATTEND COURT AND SERVE AS A BENCH CLERK
- COLLECT FINES AND FEES AS NECESSARY
- OTHER DUTIES AS ASSIGNED



## Chief Deputy Clerk II

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### Details

**Job ID : 528**

**Title :** Chief Deputy Clerk II

**Job Code :** 1150

**Salary :** \$2,863.00 (Monthly)

**Grade :** 11

**Tenured :** NO

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### Job Departments

- Circuit Court Clerk

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### Purpose

RESPONSIBLE FOR ASSISTING THE CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES  
INCLUDING  
DAY TO DAY SUPERVISION OF DEPUTY CLERKS

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** None

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### Job Duties

- SUPERVISES DEPUTY CLERKS AND CHIEF DEPUTY I'S
- ENTRY OF ACCURATE DATA INTO COURT OF JUSTICE CASE MANAGEMENT SYSTEM
- FILE AND RETRIEVE LEGAL DOCUMENTS AND COURT RECORDS
- NOTIFIES COUNSEL OF RECORD/PARTIES AS NECESSARY
- ISSUE DRIVERS' LICENSES AND STATE IDENTIFICATION CARDS
- ASSIST PUBLIC CONCERNING THE STATUS OF COURT CASES
- ATTEND COURT AND SERVE AS A BENCH CLERK
- COLLECT FINES AND FEES AS NECESSARY
- OTHER DUTIES AS ASSIGNED



## Deputy Clerk Assistant Supervisor

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### Details

**Job ID :** 524

**Title :** Deputy Clerk Assistant Supervisor

**Job Code :** 851

**Salary :** \$2,042.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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### Job Departments

- Circuit Court Clerk

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### Purpose

RESPONSIBLE FOR ASSISTING THE CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES INCLUDING DAY TO DAY SUPERVISORY DUTIES. THIS POSITION EXISTS ONLY IN COUNTIES WITH 50 OR MORE FTE'S AND HAVE MORE THAN 10 FTE'S IN A DIVISION OR SHIFT.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 4 Years of Related Experience

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### Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS DEPUTY CLERK I

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- MUST BE ABLE TO KNEEL, CROUCH OR CLIMB
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- ABILITY TO MULTI TASK AND WORK WITH OTHERS ON COMMON TASKS

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### Job Duties

- DAY TO DAY SUPERVISION OF DEPUTY CLERKS USUALLY WITHIN A SPECIFIC DEPARTMENT
- ENTRY OF ACCURATE DATA INTO COURT OF JUSTICE CASE MANAGEMENT SYSTEM
- FILE AND RETRIEVE LEGAL DOCUMENTS AND COURT RECORDS
- NOTIFIES COUNSEL OF RECORD/PARTIES AS NECESSARY
- ISSUE DRIVERS' LICENSES AND STATE IDENTIFICATION CARDS
- ASSIST PUBLIC CONCERNING THE STATUS OF COURT CASES
- ATTEND COURT AND SERVE AS A BENCH CLERK
- COLLECT FINES AND FEES AS NECESSARY
- OTHER DUTIES AS ASSIGNED



## Deputy Clerk Bookkeeper

### Details

**Job ID : 525**

**Title :** Deputy Clerk Bookkeeper

**Job Code :** 950

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

### Job Departments

- Circuit Court Clerk

### Purpose

RESPONSIBLE FOR ASSISTING THE CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES AS THEY PERTAIN TO CASH MANAGEMENT

### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 5 Years of Work Experience

#### Job Required Knowledge

- 5 YEARS WORK EXPERIENCE MUST INCLUDE AT LEAST 2 YEARS IN BOOKKEEPING

#### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

### Job Preferred Knowledge

- ABILITY TO MULTI TASK AND WORK WITH OTHERS ON COMMON TASKS

### Job Duties

- BATCH AND POST CASH RECEIPTS
- DISBURSE FUNDS
- PREPARE DAILY BANK DEPOSITS
- RESEARCH AND RECONCILE CASH OUTAGES (AS NEEDED)
- RECONCILE BANK STATEMENTS ON A MONTHLY BASIS
- RECONCILE BANK STATEMENTS ON A MONTHLY BASIS
- PREPARE MONTHLY REPORTS TO VARIOUS STATE AGENCIES
- BALANCE SUB LEDGER JOURNAL CARDS ON A WEEKLY BASIS
- COLLECT FINES AND FEES AS NECESSARY
- OTHER DUTIES AS ASSIGNED



## Deputy Clerk I

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### Details

**Job ID :** 517

**Title :** Deputy Clerk I

**Job Code :** 550

**Salary :** \$1,818.33 (Monthly)

**Grade :** 5

**Tenured :** YES

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### Job Departments

- Circuit Court Clerk

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### Purpose

RESPONSIBLE FOR ASSISTING CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIESE

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 1 Year of Work Experience

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- MUST BE ABLE TO KNEEL, CROUCH OR CLIMB
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- ABILITY TO MULTI TASK AND WORK WITH OTHERS ON COMMON TASKS

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### Job Duties

- ENTRY OF ACCURATE DATA INTO COURT OF JUSTICE CASE MANAGEMENT SYSTEM
- FILE AND RETRIEVE LEGAL DOCUMENTS AND COURT RECORDS
- NOTIFIES COUNSEL OF RECORD/PARTIES AS NECESSARY
- ISSUE DRIVERS' LICENSES AND STATE IDENTIFICATION CARDS
- ASSIST PUBLIC CONCERNING THE STATUS OF COURT CASES
- ATTEND COURT AND SERVE AS A BENCH CLERK
- COLLECT FINES AND FEES AS NECESSARY
- ALL OTHER DUTIES AS ASSIGNED



## Deputy Clerk II

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### Details

**Job ID :** 519

**Title :** Deputy Clerk II

**Job Code :** 650

**Salary :** \$1,909.00 (Monthly)

**Grade :** 6

**Tenured :** YES

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### Job Departments

- Circuit Court Clerk

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### Purpose

RESPONSIBLE FOR ASSISTING CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 5 Years of Related Experience

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### Job Required Knowledge

- 5 YEARS OF RELATED EXPERIENCE MUST BE AS DEPUTY CLERK I

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- MUST BE ABLE TO KNEEL, CROUCH OR CLIMB
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- ABILITY TO MULTI TASK AND WORK WITH OTHERS ON COMMON TASKS

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### Job Duties

- ENTRY OF ACCURATE DATA INTO COURT OF JUSTICE CASE MANAGEMENT SYSTEM
- FILE AND RETRIEVE LEGAL DOCUMENTS AND COURT RECORDS
- NOTIFIES COUNSEL OF RECORD/PARTIES AS NECESSARY
- ISSUE DRIVERS' LICENSES AND STATE IDENTIFICATION CARDS
- ASSIST PUBLIC CONCERNING THE STATUS OF COURT CASES
- ATTEND COURT AND SERVE AS A BENCH CLERK
- COLLECT FINES AND FEES AS NECESSARY
- OTHER DUTIES AS ASSIGNED



## Deputy Clerk III

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### Details

**Job ID : 522**

**Title :** Deputy Clerk III

**Job Code :** 750

**Salary :** \$2,042.00 (Monthly)

**Grade :** 7

**Tenured :** YES

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### Job Departments

- Circuit Court Clerk

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### Purpose

RESPONSIBLE FOR ASSISTING CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 5 Years of Related Experience

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### Job Required Knowledge

- 5 YEARS OF RELATED EXPERIENCE MUST BE AS DEPUTY CLERK II

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- MUST BE ABLE TO KNEEL, CROUCH OR CLIMB
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- ABILITY TO MULTI TASK AND WORK WITH OTHERS ON COMMON TASKS

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### Job Duties

- ENTRY OF ACCURATE DATA INTO COURT OF JUSTICE CASE MANAGEMENT SYSTEM
- FILE AND RETRIEVE LEGAL DOCUMENTS AND COURT RECORDS
- NOTIFIES COUNSEL OF RECORD/PARTIES AS NECESSARY
- ISSUE DRIVERS' LICENSES AND STATE IDENTIFICATION CARDS
- ASSIST PUBLIC CONCERNING THE STATUS OF COURT CASES
- ATTEND COURT AND SERVE AS A BENCH CLERK
- COLLECT FINES AND FEES AS NECESSARY
- OTHER DUTIES AS ASSIGNED



## Deputy Clerk IV

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### Details

**Job ID : 523**

**Title :** Deputy Clerk IV

**Job Code :** 850

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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### Job Departments

- Circuit Court Clerk

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### Purpose

RESPONSIBLE FOR ASSISTING THE CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 5 Years of Related Experience

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### Job Required Knowledge

- 5 YEARS OF RELATED EXPERIENCE MUST BE AS DEPUTY CLERK III

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- MUST BE ABLE TO KNEEL, CROUCH OR CLIMB
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- ABILITY TO MULTI TASK AND WORK WITH OTHERS ON COMMON TASKS

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### Job Duties

- ENTRY OF ACCURATE DATA INTO COURT OF JUSTICE CASE MANAGEMENT SYSTEM
- FILE AND RETRIEVE LEGAL DOCUMENTS AND COURT RECORDS
- NOTIFIES COUNSEL OF RECORD/PARTIES AS NECESSARY
- ISSUE DRIVERS' LICENSES AND STATE IDENTIFICATION CARDS
- ASSIST PUBLIC CONCERNING THE STATUS OF COURT CASES
- ATTEND COURT AND SERVE AS A BENCH CLERK
- COLLECT FINES AND FEES AS NECESSARY
- OTHER DUTIES AS ASSIGNED





## Deputy Clerk Supervisor

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### Details

**Job ID :** 526

**Title :** Deputy Clerk Supervisor

**Job Code :** 951

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

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### Job Departments

- Circuit Court Clerk

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### Purpose

RESPONSIBLE FOR ASSISTING THE CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES INCLUDING DAY TO DAY SUPERVISORY DUTIES; THIS POSITION EXISTS ONLY IN COUNTIES WITH 20 OR MORE FTE'S AND 10 FTE'S IN A DIVISION OR SHIFT.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 5 Years of Related Experience

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### Job Required Knowledge

- 5 YEARS OF RELATED EXPERIENCE MUST BE AS DEPUTY CLERK I

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- MUST BE ABLE TO KNEEL, CROUCH OR CLIMB
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- ABILITY TO MULTI TASK AND WORK WITH OTHERS ON COMMON TASKS

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### Job Duties

- DAY TO DAY SUPERVISION OF DEPUTY CLERKS USUALLY WITHIN A SPECIFIC DEPARTMENT
- ENTRY OF ACCURATE DATA INTO COURT OF JUSTICE CASE MANAGEMENT SYSTEM
- FILE AND RETRIEVE LEGAL DOCUMENTS AND COURT RECORDS
- NOTIFIES COUNSEL OF RECORD/PARTIES AS NECESSARY
- ISSUE DRIVERS' LICENSES AND STATE IDENTIFICATION CARDS
- ASSIST PUBLIC CONCERNING THE STATUS OF COURT CASES
- ATTEND COURT AND SERVE AS A BENCH CLERK
- COLLECT FINES AND FEES AS NECESSARY



## Deputy Clerk Team Leader

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### Details

**Job ID : 441**

**Title :** Deputy Clerk Team Leader

**Job Code :** 551

**Salary :** \$1,818.33 (Monthly)

**Grade :** 5

**Tenured :** YES

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### Job Departments

- Circuit Court Clerk

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### Purpose

RESPONSIBLE FOR ASSISTING THE CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES. THIS POSITION ONLY EXISTS IN COUNTIES WITH 19 OR LESS FTE'S

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 1 Year of Work Experience

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### Job Required Knowledge

- NOTE: GRADE 4, 5, 6, 7 DEPENDENT ON INDIVIDUAL'S CURRENT POSITION; SALARY 5% ABOVE CURRENT SALARY

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- MUST BE ABLE TO KNEEL, CROUCH OR CLIMB
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- ABILITY TO MULTI TASK AND WORK WITH OTHERS ON COMMON TASKS

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### Job Duties

- OVERSEES A SPECIFIC DIVISION IN THE OFFICE AND SUPERVISES AT LEAST TWO EMPLOYEES
- ENTRY OF ACCURATE DATA INTO COURT OF JUSTICE CASE MANAGEMENT SYSTEM
- FILE AND RETRIEVE LEGAL DOCUMENTS AND COURT RECORDS
- NOTIFIES COUNSEL OF RECORD/PARTIES AS NECESSARY
- ISSUE DRIVERS' LICENSES AND STATE IDENTIFICATION CARDS
- ASSIST PUBLIC CONCERNING THE STATUS OF COURT CASES
- ATTEND COURT AND SERVE AS A BENCH CLERK
- COLLECT FINES AND FEES AS NECESSARY
- OTHER DUTIES AS ASSIGNED